Master of Science with a Major in Dementia and Aging Studies

Sociology Department

Handbook for Graduate Studies

I. INTRODUCTION

The standards set forth in this Handbook represent the requirements for the completion of the Master of Science with a Major in Dementia and Aging Studies (MSDA). Beginning graduate students are expected to familiarize themselves with the standards for the degree they have chosen and be prepared to meet each requirement as they progress through the program.

This Handbook may be changed with the recommendation and approval of the departmental Graduate Studies Committee and graduate faculty. No rule specified in this Handbook may violate the standards set forth in the Graduate Catalog of Texas State University, but the standards of the Graduate Catalog represent minima, which may be increased at the discretion of the Department.

This 33-hour interdisciplinary, on-line master’s degree will offer knowledge about dementia, including issues related to the care of dementia patients, and other topics related to aging and the life course. It is housed in the Department of Sociology, and includes courses from the Department of Communication Disorders, the School of Health Administration, the School of Social Work, and others at a later date.

The program has three tracks (Dementia and Long-Term Care; Practitioner; and Research) each offering different pathways for students upon graduation. The Dementia and Long-Term Care Track allies the Long-Term Care certificate with core coursework from the Department of Sociology to provide a social model of care approach to students who want to work in extended living environments when they graduate. The Practitioner track offers an in-depth education involving coursework from all participating departments and allowing students to work in any facility or organization whose concern is the health and well-being of the individuals affected by dementia. The Research track offers master’s-level research courses, as well as core coursework, to prepare students for doctoral programs in Gerontology, Sociology, Dementia Studies, or related fields.

The mission of M.S. in Dementia and Aging Studies is to educate from a global, interdisciplinary, and human rights perspective, in order to create compassion and understanding for persons with dementia and for elders. We will accomplish this mission by preparing students for dementia and aging-related careers in teaching, advocacy, research, and leadership, so as to empower caregivers and foster autonomy for persons with dementia and for elders.

II. ADMISSION TO THE PROGRAM

Course prerequisites for MSDA students include 6 hours of undergraduate sociology courses, or other social science courses, related to aging or gerontology. Two years of documented experience in the field of gerontology may be substituted for 3 or 6 hours of social science prerequisites. These prerequisites may have been earned at other universities and may be taken prior to entering or in the first semester of the graduate program. Applicants must meet the Graduate College’s minimum GPA requirement of 3.1 for the last 60 hours of letter-grade coursework leading to the bachelor’s degree, as well as for any
graduate or professional work. In some cases, students whose GPA is between 2.75 and 2.99 for the last 60 hours of letter-grade coursework leading to the bachelor’s degree may be admitted conditionally.

To apply, each applicant must submit the following to the Graduate College at Texas State:

- An official Texas State Graduate College application form;
- A non-refundable application fee of $40.00;
- Non-Texas State graduates must submit one official transcript from each senior level, post-secondary institution attended. These transcripts must be mailed directly from the institutions to the Office of the Graduate College;
- Three letters of reference from professionals competent to assess the applicant's interest in pursuing a career in this field of study;
- An up-to-date resume; and
- Applicant's written statement of purpose indicating ability and interest in completing the degree program.

III. DEGREE OUTLINE

At the time students enter one of the graduate programs in sociology, a degree outline will be prepared by the Graduate College. The degree outline indicates the hours of required graduate courses in the degree and elective graduate courses. Students may change the official degree outline only by initiating a Degree Outline Change Request Form through the Graduate Advisor. The student and the Graduate Advisor must concur regarding the change and the Graduate Advisor must agree with the student’s change. The Graduate College must approve all changes in the degree outline. A new degree outline is then made, or the old one is amended, and it becomes the student’s official degree outline. Degree outline changes made informally and not followed by appropriate official changes in the degree outline are not considered valid and may delay graduation.

IV. GRADUATE DEGREE REQUIREMENTS

The MSDA has three tracks, all designed for students with a strong interest in dementia and aging. It is expected that each track will appeal to a specific student audience because each is designed to advance career and professional aspirations. The three tracks share 9 hours of core courses that emphasize the social model of care.

All students must take and pass comprehensive exams in their final semester of coursework.

Please note that some of these requirements might change *slightly* as we learn more about our diverse student locations and access to various forms of technology.

Research track: Students in the research track must complete and defend their thesis. Students have the option of an in-person thesis defense, or an online defense. Students opting for an online defense have
two options: They may choose a synchronous Skype, video conference, or conference call with their committee members, or they may record a presentation of their thesis findings, which shall be followed by questions from the committee. The student will have one week to respond to the committee’s questions in writing by sending answers to the thesis committee chair and committee members. The committee will evaluate the answers as exceeding expectations, meeting expectations, or failing to meet expectations. If the answers do not meet expectations, students must consult readings and re-write the answer to the question(s) that do not meet expectations.

Long-term Care and Practitioner Tracks: In their last semester, students in the Long-term Care and Practitioner tracks must complete a written take-home exam and a recorded presentation, both of which will be assessed on a pass/fail basis by a committee of graduate faculty. If a student’s recorded presentation or written exam answers fail to meet expectations, they will need to consult with the Director of Graduate Programs about recording a new presentation and/or consulting with readings and re-writing the answer to the question(s) that do not meet expectations.

The written take-home exam will assess students’ understanding and application of theories and empirical studies on dementia and aging. Students are permitted to use their notes and reading materials from their coursework in order to complete this exam. Students must contact the Director of Graduate Programs in order to receive the questions that they must answer. When complete, they must send their answers to the Director of Graduate Programs via e-mail as a Word document. The exam must be sent to the Director of Graduate Programs on or before the thesis defense deadlines posted on the Graduate College website.

Students in the Long-term Care and Practitioner Tracks must also complete a presentation (about 20 minutes), which they will record for a graduate faculty committee to evaluate. Students must request the questions that they must answer for their presentation from the Director of Graduate Programs 4 weeks prior to the thesis defense deadlines posted on the Graduate College website. The presentation must be complete, recorded, and uploaded to a Tracs site on or before the thesis defense deadlines posted on the Graduate College website.

THREE TRACKS

1) The Dementia and Long-Term Care Track is designed for students whose professional goals correspond with the long term care certificate, but who also want cutting-edge knowledge about dementia and a master’s degree to supplement the certificate. A student in this track may be interested in certification as a nursing home administrator.

2) The Practitioner Track contains a curricular offering for students whose interests are in careers related to dementia and aging, but prefer a wider variety of elective courses related to dementia and aging issues, rather than long-term care. A student in this track may be interested in roles such as health educator, patient advocate, or direct care. Students with undergraduate degrees in helping and health
professions (social work and occupational therapy) may also pursue this track in order to expand skill sets and employment opportunities.

3) The **Research Track** focuses on research skills and dementia-related courses and is the track for students who want to pursue an academic doctorate in gerontology or aging. It will provide advanced research knowledge to accompany the cutting-edge information offered in the core dementia and aging courses.

**COURSES IN EACH TRACK**

The **Dementia and Long-Term Care Track** requires a minimum of 33 hours of graduate coursework. This track is not available to out-of-state or international students. The internship may be completed anywhere in Texas. Required courses for this track are as follows:

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Required Courses</th>
<th>33 SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 5351</td>
<td>Introduction to Dementia</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5352</td>
<td>Dementia and Caregiving</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5355</td>
<td>Social Psychology of Dementia</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5383</td>
<td>Seminar on Aging</td>
<td>3</td>
</tr>
<tr>
<td>LTCA 5322</td>
<td>Environmental Management in Long-Term Care</td>
<td>3</td>
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<tr>
<td>LTCA 5323</td>
<td>Governance Management in Long-Term Care</td>
<td>3</td>
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<tr>
<td>LTCA 5324</td>
<td>Personnel Management in Long-Term Care</td>
<td>3</td>
</tr>
<tr>
<td>LTCA 5325</td>
<td>Resident Care Management in Long-Term Care</td>
<td>3</td>
</tr>
<tr>
<td>LTCA 5335</td>
<td>Financial Management in Long-Term Care</td>
<td>3</td>
</tr>
<tr>
<td>LTCA 5681</td>
<td>Internship in Long-Term Care</td>
<td>6</td>
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<tr>
<td>TOTAL</td>
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<td>33</td>
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</table>

**Graduate Certificate in Long Term Care Administration**

Students in this track must contact Professor Todd Mackenzie during their first semester about the LTCA internship. Contact Professor Mackenzie, tm25@txstate.edu, about the application process and timeline.

The following information is taken verbatim from the website of the School of Health Administration ([http://www.health.txstate.edu/ha/degs-progs/grad-cert.html](http://www.health.txstate.edu/ha/degs-progs/grad-cert.html)).

The graduate certificate in long term care administration (LTCA) is designed to offer the coursework and field placement necessary to become a licensed nursing facility administrator. Long term care is a
rapidly growing field with increasing demand for licensed administrators. The graduate certificate in LTCA is designed to meet the Texas license requirements for nursing facility administrators. All questions regarding licensure and State exam requirements should be directed to the Texas Department of Aging and Disability Services (DADS) at 512-438-2015 or www.dads.state.tx.us.

Applicants may want to contact DADS before applying to the graduate certificate in Long Term Care Administration to see if coursework taken previously will count towards one of the five DADS-required domains. If DADS counts previous coursework, applicants can take the remaining coursework at Texas State as a non-degree/visiting student (see Apply Texas graduate application).

Once accepted, students must complete a five-course (15 semester hour) program of study with a 3.0 or better GPA and no grade lower than “C”. Required courses include:

- LTCA 5322--Environmental Management in Long Term Care
- LTCA 5323--Governance Management in Long Term Care
- LTCA 5324--Personnel Management in Long Term Care
- LTCA 5325--Resident Care Management in Long Term Care
- LTCA 5335--Financial Management in Long Term Care

Your certificate requirements include LTCA 5322, 5323, 5324, 5325, and 5335. The delivery of this program is web-based with limited in-class meetings. To participate in this online format requires certain hardware & software requirements that can be found at https://isdcourseinfo.its.txstate.edu/Hardware-Software-Requirements.html.

Field placement is not part of the graduate certificate. The Department of Aging and Disability Services (DADS) requires that you complete a 1,000 hour administrator-in-training (AIT) internship with a DADS-approved preceptor in a licensed nursing home with a minimum of 60 beds before you take the licensing exam. The School of Health Administration has a limited number of placements for students who cannot find their own sites. To make use of this option would require an additional enrollment in three 6-hour courses on top of the certificate to complete the number of hours required.
The **Practitioner Track** requires a minimum of 33 hours of graduate coursework. Required and elective courses for this track are as follows:

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Required Courses</th>
<th>SCH</th>
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</thead>
<tbody>
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<tr>
<td>SOCI 5352</td>
<td>Dementia and Caregiving</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5355</td>
<td>Social Psychology of Dementia</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5383</td>
<td>Seminar on Aging</td>
<td>3</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Prescribed Elective Courses</th>
<th>SCH</th>
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</thead>
<tbody>
<tr>
<td>CDIS 5380</td>
<td>Communication and Aging</td>
<td>3</td>
</tr>
<tr>
<td>LTCA 5322</td>
<td>Environmental Management in Long-Term Care</td>
<td>3</td>
</tr>
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<td>LTCA 5323</td>
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<tr>
<td>LTCA 5335</td>
<td>Financial Management in Long-Term Care</td>
<td>3</td>
</tr>
<tr>
<td>LTCA 5681</td>
<td>Internship in Long-Term Care</td>
<td>6*</td>
</tr>
<tr>
<td>SOWK 5328</td>
<td>Interdisciplinary Perspectives on Aging</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5363</td>
<td>Seminar in Medical Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5357</td>
<td>Gender and Aging</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5361</td>
<td>Aging and Dementia: Racial and Ethnic Minorities</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5362</td>
<td>Rural Aging and Dementia</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5354</td>
<td>Theoretical Perspectives in Aging and Dementia</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5356</td>
<td>End of Life</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5388I</td>
<td>Clinical Sociology</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>33</td>
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</table>

*Students electing to do the internship for an elective must have taken 2 of the LTCA courses before signing up. Then, they must take 3 additional LTCA courses from those listed above. **Students must contact Professor Todd Mackenzie at least a semester prior to starting an internship. Contact Professor Mackenzie, tm25@txstate.edu, about the application process and timeline. Out-of-state and international students are not permitted to take LTCA 5681. The internship must be completed in Texas.*
The **Research Track** requires a minimum of 33 hours of graduate coursework. Required and elective courses for this track are as follows:

<table>
<thead>
<tr>
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<td>3</td>
</tr>
<tr>
<td>SOCI 5307</td>
<td>Seminar in Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5308 or SOCI 5309</td>
<td>Seminar in Research Methods or Seminar in Qualitative Research Methods</td>
<td>3</td>
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<tr>
<td>SOCI 5399A</td>
<td>Thesis</td>
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<tr>
<td>SOCI 5399B</td>
<td>Thesis</td>
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</tr>
<tr>
<td>SOCI 5308</td>
<td>Seminar in Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5309</td>
<td>Seminar in Qualitative Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 5318</td>
<td>Seminar in Advanced Data Applications</td>
<td>3</td>
</tr>
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</table>
Research Track: Theses

A. GENERAL EXPECTATIONS

Expectations for completed theses are higher than expectations in other graduate classes. When completing theses, students will receive suggestions, recommendations, and criticism about their writing and ideas. They will continue to submit revisions until those revisions meet the standards of the Department and the Graduate College. Committee chairs may require a week or more to read and make suggestions on each draft. Drafts submitted to the chair must be proofread carefully; students should not submit rough drafts to the chair, nor should students expect more than one complete edit from the thesis chair. Use of the American Sociological Association Style Guide (current edition) for citation and reference format is required by the Department of Sociology. Students cannot defend their thesis until it meets Department and the Graduate College requirements and standards, and the committee approves the report.

Theses require that students interact with many groups in order to achieve their goals and objectives. Students are expected to be professional, civil, and mature in their interactions with faculty, staff, and students, and, when applicable, respondents. Successful completion of the thesis is the student’s responsibility. Students must identify and meet all deadlines and administrative work (e.g., signatures needed) related to the project and the defense. Refer to information on the MSDA TRACS site and the Graduate College website.

B. SELECTION OF THE THESIS COMMITTEE

To begin the thesis process, each student should consult with the Graduate Advisor before selecting a chairperson. The student should have ideas about his or her topic and an appropriate member of the graduate faculty to serve as committee chairperson and director of the thesis. In general, the choice of committee chairperson and director of the thesis is determined by the faculty member’s interest in the subject matter proposed by the student. After a discussion with the Graduate Advisor, the student may approach a faculty member to a request to chair the committee; if the faculty member agrees to do so, he or she must provide written notification of that willingness to act as the thesis advisor before the student will be permitted to enroll in Sociology 5398A or 5399A. Once a member of the graduate faculty in the Department has agreed to serve as chairperson and director of the thesis, he or she will help the student select a committee to direct the thesis. Students should plan to meet with their chairs to discuss expectations and progress on the proposal. A student should have the approval of the chairperson before consulting other faculty members to serve on the committee.

*The thesis committee* consists of the committee chair and faculty member from sociology and one faculty member from outside the department. The chair should be someone whose area of specialization is related to the thesis topic, if possible. Students can find areas of specialization on the department
homepage and ask faculty about their other areas. The chair can provide possible recommendations for
the other committee members.

C. THESIS GUIDELINES

The thesis is a major research project about a sociological topic. Students choose thesis topics based on
their areas of interest in sociology and by identifying a significant empirical gap in the academic
literature. The thesis must reflect a graduate level understanding of the topic and of sociology, as well
as the ability to communicate that understanding on paper. The thesis is not about students’ personal
beliefs, values, or opinions. It must demonstrate that students have an understanding—and can
communicate that understanding in writing—of a sociological approach to the topic in an organized,
coherent way.

Students must also consult with their committee chair regarding human subjects review and the IRB
application process. Most theses require IRB review for approval or exemption (except for example,
projects relying on content analyses of media). Students must include, in their planning, the time
required for IRB application review. They must ask their thesis committee chair to read and approve all
documents required for the IRB application. Students should NOT send anything to the IRB without
prior approval from the thesis committee chair. Students must complete the online CITI Program for
“Social and Behavioral Students” before they can submit applications to the IRB for approval. All
students should complete the CITI program during their first semester, if possible. Check the Texas
State human subjects webpage for updates.

Students must write a thesis proposal. The proposal describes the proposed thesis study in detail.
Because this document is a proposal, the project may change as a result of the feedback of the chair and
committee. The committee chair will determine whether the project is appropriate for a master’s thesis.
Thesis proposals typically include the following items:

1. An introduction and rationale: Introduce the topic and explain why it is important to study. What
   is the sociological significance? What is the sociological rationale for conducting this research?
   Students should not discuss why the topic is important to them; instead, they shall emphasize the
   sociological relevance.

2. A literature review: What do sociologists already know about this topic? This section
   summarizes most of the relevant previous sociological studies, as they relate to the topic. It
   should define all central concepts and identify the gap in the literature. It should discuss how the
   proposed study fills that gap.

3. Theoretical framework(s): This section should describe the theoretical background of the main
   question. It will discuss the main theories that are relevant to the study. (Note: This document is
   a proposal; the theories employed in the completed thesis might change.)
4. A description of research questions or hypotheses and rationale.

5. A proposed methodology: Students must apply what have learned in methods courses to their study design. This section must discuss the proposed method and why this method is appropriate for the research questions or hypotheses. It must describe the proposed sample, sampling procedure, and how you will get access to your sample. It must indicate whether the project is under review at the IRB. Quantitative studies shall include a description of independent and dependent variables and how they will be operationalized. If applicable, the survey questionnaire will be part of the appendix. Qualitative studies shall include an explicit discussion of respondents or sites, and the interview guide, if applicable.

6. A proposed and realistic timeline

7. A bibliography (Use ASA format)

8. Appendices (if applicable):
   a. Copy of IRB approval or exemption, when appropriate; most theses must have IRB approval or receive an IRB exemption. Students should consult with their committee chair about the IRB process.
   b. Interview guide, survey instrument, etc.
   c. Consent form

After the committee chair approves the proposal, the student must

1. Submit the proposal to the committee members;

2. Submit the proposal to the Graduate Programs Administrator at mv1066@txstate.edu; the graduate programs administrator will complete a Thesis Proposal form and email to the student a completed Thesis Proposal form for verification;

3. Print, sign and ask the committee chair and committee members to sign the thesis proposal form; and

4. Submit the thesis proposal with the IRB approval or exemption (if applicable) and thesis proposal form with the committee signatures to the department’s graduate director office administrator for approval. If approved, the graduate director will forward the thesis and the proposal form to the department chair for his or her signature. The office staff will forward the signed and completed form and proposal to the Dean of the Graduate College for approval.

D. THESIS: THE DEFENSE AND COMPREHENSIVE EXAMINATION

The thesis must demonstrate scholarship and should serve as a “showcase” for the student's abilities and knowledge in the field of aging and dementia studies. The organization of the paper must conform to the
general format for a graduate thesis outlined in the current edition of the Graduate Thesis Handbook. Citation and bibliographic entries must follow the format set by the American Sociological Association (ASA). Information about the ASA format is available in the Department, at the ASA web site <http://www.asanet.org/> and in the latest edition of the American Sociological Association Style Guide. Questions concerning the application of the ASA format to the thesis should be addressed to the student's director.

If the chair approves the thesis report, then the student may send the thesis to the committee and set up the defense. The committee and other sociology department faculty and graduate students will attend the defense. Students should not invite friends, family members, significant others, or other people from outside the department. Typically, the student introduces her or himself and discusses the main issues in the thesis for about 15 minutes (no longer). He or she should prepare a PowerPoint presentation outlining the major ideas. The defense is considered an oral exam. The committee and other faculty present will ask questions about the thesis topic, specifically, and aging and dementia studies, generally. Refer to more specific guidelines on TRACS about the defense.

During the thesis defense, the comprehensive oral exam will cover the thesis report, as well as the student’s mastery of studies in dementia and aging. The members of the student’s thesis committee will constitute the final oral examination committee. They will be the only faculty members to decide whether the student passes the examination, although all members of the faculty are invited to attend the oral examination. The comprehensive examination cannot be held until after all members of the student's committee have read the thesis.

One bound copy of the thesis must be submitted to the Department of Sociology, and one bound copy, to the chairperson of the thesis committee. The student is encouraged to retain a final copy of their thesis for personal use. Students should submit their thesis to the library electronically. Students must still submit a hard copy to the sociology department and his or her committee chair.

Before the defense, students must

1) Find a time when all committee members can meet and ask the Graduate Programs Administrator to reserve a room for the defense.

2) Send copies of the thesis to the committee and confirm the date, time, and place of the defense. Give the completed and polished thesis to the committee at least one week before the defense date.

3) Check the graduate school deadlines and plan carefully.

4) E-mail the thesis title, abstract, and names of committee members, to the sociology graduate programs administrator one week prior to the scheduled defense date.

5) Study previous methods and theory class notes in order to prepare for questions during the defense.
The day of the defense, students must

1) Arrive early, ask an office staff member to unlock the conference room door and assist with computer set-up if needed.

2) Confirm that the committee chair will take the student’s thesis defense form (with committee signatures) to the graduate advisor’s office in the sociology department after the defense. The committee will sign the form if the student has successfully defended.

After the defense, students must

1) Complete revisions and send the final document to the committee chair for his or her final approval.

2) Confirm the correct format.

The MA-thesis must follow the correct Graduate College format exactly. Thesis chairs and sociology department office staff will not help with these details because confirming format, etc. are the student’s responsibility. Be aware of graduate school deadlines (located on the Graduate College website). Correspond with the graduate school about any formatting questions. Anticipate more formatting revisions.

3) Provide a bound copy for the sociology department library (submit it to the Director of Graduate Programs in the sociology department) and for the committee chair.

4) Complete the online exit interview for the sociology department.

5) Celebrate this fine accomplishment.

E. APPEAL PROCESS

Should a student take issue with the committee's decision on the comprehensive exam, the following process should be employed to appeal that decision.

1. The student must notify the members of the committee in writing within 10 working days of the decision that the student requests the committee to reconsider its decision. The student should identify specific points or issues to be reconsidered by the committee.
2. The committee has 10 working days after receiving the request to respond to the student in writing.
3. If no satisfactory conclusion can be reached at this level, the student may appeal in writing to the Chair of Sociology Department.
4. The chair has 5 working days after receiving the request to respond to the student in writing.
5. If no satisfactory conclusion can be reached at this level, the student may appeal in writing to the
V. ENROLLMENT AND COURSE CREDIT

Any graduate student receiving supervision or assistance on a thesis must be registered for the appropriate course during that semester. Failure to register for either the thesis course in a semester in which assistance is received may result in postponement of graduation. The initial enrollment for the thesis is under Sociology 5399A. All subsequent enrollments for the thesis is under Sociology 5399B. In any semester in which the thesis is not completed, the committee chair assigns a grade of "PR" (in progress) or "F" if the progress is unsatisfactory. When the thesis is completed, it must be filed in the Texas State Alkek Library and the binding fee paid. A grade of "CR," or credit, is then assigned and 6 hours of graduate credit awarded. The student should consult the Graduate Catalog under Thesis Requirements and secure a copy of the Graduate Thesis Handbook from the Graduate Office for more detailed information on the University thesis requirements.

VI. APPLYING FOR GRADUATION

Apply for graduation during the first week of the semester you plan to graduate. Check the Graduate College deadlines (http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html) and plan carefully.

VII. ACADEMIC DISHONESTY

Students found guilty of academic dishonesty are subject to the disciplinary action specified in the Texas State Student Handbook. The rules related to academic dishonesty can be found on the sociology department website and in the University’s Honor Code (http://www.txstate.edu/honorcodecouncil/).

VIII. DEADLINES

The Office of the Dean of the Graduate College sets all official deadlines. A Candidate Information Sheet is available in the Graduate Office for each fall, spring and summer. For the exact deadline dates refer to the Graduate College site.

IX. DEPARTMENT POLICY: STUDENT FITNESS AND PERFORMANCE

Students enrolled in all academic programs in the Department of Sociology must maintain high scholastic standards and develop a mastery of the knowledge and methods of the discipline. Students are expected to demonstrate emotional and mental fitness in their interactions with others, use skills and methods that are generally accepted by others in the profession, and conform to the American Sociological Association’s Code of Ethics, the Texas State University Honor Code, and the Texas State University Code of Student Conduct. A student’s acceptance in any program does not guarantee the student’s fitness to remain in that program. The faculty is responsible for insuring that only those students who continue to meet program standards are allowed to continue in any program. Refer to the department website for evaluation criteria and the student review process.